

**DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi 32**

File No F 9(2)/7/2012-13/UTCS/TS-V/ 31010-31176

Date 08-10-12

**CIRCULAR**

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects having direct relevance to various aspects of good governance. List of courses under "Good Governance" is enclosed. A one day training course on "Good Governance and Accountability" is an important course in the list. The Course shall be held on **27.11.2012(Tuesday)**.

**IMPORTANCE OF THE COURSE**

There is no issue more central to good governance than accountability i.e., accountability of those in government to the citizenry. Issues of accountability to the citizenry are the most important elements of contemporary governance and, as a consequence, need to be at the very center of any discussion about good governance and education for the public service.

**TARGET BENEFICIARIES OF THE COURSE**

The Course has been designed to benefit those who are working in the Government, its local/autonomous bodies, public sector undertakings and have a regular interface with the public and, are accountable to the people for their work, attitude, behaviour and sense of public service delivery. Training Module/Learning Units are enclosed.

**OBJECTIVES OF THE COURSE**

At the end of the Course the participants will be able to:

1. Explain the concepts of good governance and its need
2. Differentiate between various concepts related to good governance
3. Describe mechanisms within and outside the Government to ensure accountability

**CONTENTS OF THE COURSE**

1. Good Governance and key indicators
2. Authority, responsibility and accountability
3. Autonomy, discretion and accountability
4. Mechanisms for accountability and good practices

**METHODOLOGY OF THE COURSE**

The Course would be conducted by experts and experienced in the area of good governance. While lecture method would be generally followed, discussions and case studies may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get the doubts cleared.

**NOMINATIONS FOR THE COURSE**

1. The Course envisages class strength of 40 participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data of the participants in the format prescribed (enclosed) may be sent by **09.11.2012**.
4. Nominations received after **09.11.2012** may not be entertained.
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

**OTHER INSTRUCTIONS**

1. Participants are expected to come prepared with basic information on the course subject.
2. Participants may bring copies of the latest departmental/Government circulars/ orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
3. Participants are expected to observe punctuality and regularity.
4. Participants are expected to keep their mobile phones on silent mode during the training sessions.

5. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
6. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
7. Participants may contact the undersigned for any information/clarification on training course.
8. Contact/correspondence may be made on phone no. 011-22388504 fax no. 011-22308556 and e-mail address [adtrg5utcs.delhi@nic.in](mailto:adtrg5utcs.delhi@nic.in)

(Neeta Negi)

Assistant Director (Trg.)

No F.9(2)/7/2012-13/UTCS/ (TS-V)/ 31010 - 31176

Dated: 08-10-12

Copy forwarded to: -

1. All HODs/Nodal Officers, Local/Autonomous Bodies and State undertaking /Corporations, Government of NCT of Delhi.
2. Asstt. Director (Trg.-V) for updating on the website of the Department.

(Neeta Negi)

Assistant Director (Trg.)

### TRAINING MODULE ON 'GOOD GOVERNANCE AND ACCOUNTABILITY'

Name of the Package of Courses.		Good Governance	
Duration of the Course		One Day (27.11.2012, Tuesday)	
Number of Sessions		Four	
Training Branch		Trg.	
Name of the Course Coordinator		Mrs. Neeta Negi, Assistant Director	
Sessions	Duration	Topics	Proposed Speaker
Session – I 10.00 am- 11.15 am	75 Min.	Good Governance and Key Indicators	
<b>Tea</b>			
Session – II 11.30 am- 12.45 pm	75 Min.	Authority, Responsibility and Accountability	
<b>Lunch</b>			
Session – III 1.45 pm- 3.00 pm	75 Min.	Autonomy, Discretion and Accountability	
<b>Tea</b>			
Session – IV 3.15 pm- 4.30 pm	75 Min.	Mechanisms for Accountability and Good Practices	